

CALLING FOR **INTERNS!**

PROCUREMENT APPRENTICE

Responsibilities

- To issue purchase order once authorisation is obtained for the purchase requisition form
- To follow-up on Purchase Orders delivery and delivery schedules to meet the department / dialysis centre's requirements
- To put in a complaint to the supplier about defective items and request for replacements
- Cross check invoices with the Delivery Order from the supplier before proceeding the payment
- To provide payment advice to the suppliers
- To update the details of the procurement for consumables item and change in pricing

Qualifications

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree in Business Studies/Administration/ Management, Marketing or equivalent

Send your resumes to

✉ [**hcm@fomema.com.my**](mailto:hcm@fomema.com.my)